



EMPLOYMENT OPPORTUNITY

1. RPA #	11765-DSA
ANALYST'S INITIALS	pmc
DATE	10/15/08

YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.

CLASS TITLE Staff Services Manager I	POSITION NUMBER 720-555-4800-901	TENURE PERMANENT	TIME BASE Full-Time	CBID S-01
OFFICE OF DSA Contracts & Business Svcs. Unit	LOCATION OF POSITION (CITY or COUNTY) Sacramento, CA			MONTHLY SALARY \$5,079 TO \$6,127
SEND APPLICATION TO: Division of State Architect 1102 "Q" Street, Suite 5100 Sacramento, CA 95811 Attn: Laura Gonzalez	REPORTING LOCATION OF POSITION 1102 "Q" Street, Suite 5100, Sacramento			
	SHIFT AND WORKING HOURS DAYS - 8 am – 5 pm			
	WORKING DAYS, SCHEDULED DAYS OFF MONDAY through FRIDAY, DAYS OFF: SAT/SUN			
	PUBLIC PHONE NUMBER (916) 445-8100			
		PUBLIC PHONE NUMBER () -	POST & BID FILE BY:	
SUPERVISED BY AND CLASS TITLE Deputy Director, Policy Branch			FILE BY 10/29/08	

*****EXEMPT FROM EXECUTIVE ORDER S-09-08*****
PLEASE INDICATE RPA #11765 ON YOUR STATE APPLICATION.

SELECTION CRITERIA - -

- Please submit a completed State Application (STD 678) and resume to the address above.
- SROA/Surplus employees are encouraged to apply.
- Transfers, reinstatements, or recruitment from the employment list may be considered. Consideration may be given to applicants on another Department's employment list, provided the criteria are met to transfer the eligibility from the employment list to DGS' employment list.
- Applications will be evaluated based on eligibility and desirable qualifications and interviews may be scheduled.

DUTIES

ESSENTIAL FUNCTIONS

The incumbent shall promote and be accountable for customer satisfaction and quality service and will initiate or recommend changes that promote innovative solutions to meet customer needs.

Contracts

In order to perform the most sensitive, difficult and complex contracts work including, but not limited to, retainer contracts for technical professional services from architects and engineers for plan review, including Structural Safety, Fire & Life Safety, and Access Compliance, as well as Master Contracts referencing provisions within the SCM, and in accordance with policies, procedures, laws and regulations:

- Provides training and oversight to subordinate staff on the most complex and difficult Architectural and Engineering retainer contracts as well as Interagency Agreements and Consulting Service contracts referencing provisions within the SCM.
- Develops complex specifications (i.e., scopes of work, deliverables, time frames and requirements) for contracts by meeting with private consultants and divisional managers.
- Organizes and conducts pre-submittal conferences, prepares contract addenda and participates in response review and ranking, and negotiates contract details with successful bidders, as required by the laws, regulations, policies and procedures cited above.
- Investigates protests of contract awards and provides recommendations to divisional management and legal staff referencing the SCM.
- Provides depositions and testifies at bid protest hearings and conducts contract performance follow-ups with contractors as required by the SCM.

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<p>In order to provide contract management and administration of the unit in accordance with Contract Management Section Manuals (CMSM) and the published directives within the Government Code (GC), Public Contract Code (PCC), California Code of Regulations (CCR), State Administrative Manual (SAM), DGS Manual, Civil Code(CC), Labor Code (LC), and Building and Professions Code (B & PC), oversees all division contract activity by meeting regularly with contracts staff and program managers and their staff requesting contract services. Oversight activities include:</p> <ul style="list-style-type: none"> ▪ Advising staff regarding appropriate procurement and funding procedures for consultant and vendor contracts. ▪ Monitoring the RFQ/RFP process that ensures consultant contract resources for division functions. ▪ Monitoring the contract amendment process including the Estimated Value of Services requirements and the amendment approval process. • Identifying problem areas by reviewing contractual plans and specifications within requests for contract action from divisional managers. • Providing guidance and direction to staff in a variety of contract related areas, including by not limited to architectural and engineering contracts, interagency agreements, service contracts and service orders, and various purchase agreements, through verbal instructions and written processes. • Maintaining good working knowledge of state contract processes, including laws, regulations, and policy and procedures, by attending state and departmental training as well as the DGS Statewide Contracting Advisor Network (SCAN). • Ensuring contracts are accurate and in accordance with laws and regulations by working in conjunction with Department Legal Services staff. <p><u>Business Services</u></p> <p>In order to ensure full support of the business services functions for DSA, including, but not limited to; facilities maintenance, space planning, telecommunications, parking interface, supplies and equipment procurement, safety program management, and records retention coordination, in accordance with DGS Manual, Procurement, Fleet Administration, Real Estate Services Division, SAM, and SCO guidelines, manages staff responsible for business services by:</p> <ul style="list-style-type: none"> • Meeting regularly with staff to organize and coordinate activities, • Analyzing and coordinating logistical needs, • Ensuring all deadlines are met. • Making recommendations to management on all business services activities for DSA. <p>In order to provide customer service to all visitors and callers to the DSA Headquarters Office, supervises the receptionist position by ensuring that the front reception desk is fully staffed during business hours and that the daily clerical functions, such as processing incoming and outgoing mail, copying various documents and maintaining records are performed according to the DSA Front Reception Manual.</p> <p><u>Supervisory Functions</u></p> <p>In order to meet the Section goals, objectives, responsibilities and deadlines, using knowledge of management and supportive staff services by holding individual and unit meetings with staff:</p> <ul style="list-style-type: none"> ▪ Oversees and directs subordinate staff duties, workload, priorities, and schedules. ▪ Provides on-the-job training to subordinate staff and identifies formal training as appropriate. <p>In order to perform supervisory and administrative functions according to the DGS Manual, Personnel Operations Manual, Bargaining Unit Memorandum Of Understanding provisions and SPB or DPA laws and rules:</p> <ul style="list-style-type: none"> ▪ Evaluates subordinate staff performance and recommends appropriate action including but not limited to merit salary adjustments and progressive discipline; ▪ Develops essential functions duty statements for each reporting staff member commensurate with the individual's civil service classification and updates as needed; ▪ Evaluates subordinate staff performance by completing probationary reports and annual Individual Development Plans (STD 637) with each staff member following form instructions; ▪ Provides training identified in subordinate staff's annual IDP for both technical and departmental subject matter through DGS-sponsored and outside training opportunities. 			

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<p>In order to maintain an accurate reporting to the State Controller's Office (SCO) for issuance of correct payroll warrants of subordinate staff's time or accurate reporting to the Office of Fiscal Services (OFS) for the billing of services for clients through the use of the Project Accounting & Leave (PAL) system in accordance with DGS policies and guidelines, MOU provisions and SPB or DPA laws and rules:</p> <ul style="list-style-type: none"> ▪ Grants or denies subordinate staff requests for time off or requests to work overtime. ▪ Ensures subordinate staff has sufficient leave credits available for the leave requested. ▪ Enters subordinate's time in PAL system, i.e., time charged to projects, leave usage, approved leave without pay (dock or NDI), absence without leave (AWOL), etc. ▪ Approves PAL entries for subordinate staff on dock or AWOL on or before the designated SCO semi-monthly or monthly payroll cut-off date to ensure the correct issuance of an SCO warrant on pay day. ▪ Approves or disapproves PAL entries for subordinate staff within three working days after completion of the pay period, in order to ensure the correct issuance of an SCO warrant that is returned to SCO for late dock, issuance of correct overtime pay due to an employee and proper billing to clients for services rendered. <p>MARGINAL FUNCTIONS</p> <p>In order to ensure that all business services functions are performed successfully, uses expert knowledge to perform the most difficult work that cannot be completed by staff and that may have a statewide impact due to issues of sensitivity and complexity as directed by the Policy Deputy or the Chief of Administrative Services.</p> <p>KNOWLEDGE AND ABILITIES</p> <p><i>Knowledge of:</i> Principles, practices, and trends of public and business administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas; principles and practices of employee supervision, development, and training; program management; formal and informal aspects of the legislative process; the administration and department's goals and policies; governmental functions and organization at the State and local level; department's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program and the processes available to meet those objectives.</p> <p><i>Ability to:</i> Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies; manage a complex Staff Services program; establish and maintain project priorities; develop and effectively utilize all available resources; and effectively contribute to the department's Equal Employment Opportunity objectives.</p> <p>DESIRABLE QUALIFICATIONS</p> <ul style="list-style-type: none"> ▪ Good attendance record. ▪ Experience in planning and directing the work of subordinate staff. ▪ Working knowledge of the DGS Activity Based Management System. ▪ Working knowledge of the state contracting process. ▪ Excellent verbal and written communication skills. <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</p> <ul style="list-style-type: none"> ▪ Professional office environment, business dress according to current policy. ▪ Requires ability to effectively handle stress and deadlines. ▪ Oral and written communication skills. ▪ Proficiency using a personal computer and related software. ▪ Ability to give formal presentations. 			